

# **TOMPKINS COUNTY SUBJECT MATTER LIST**

## **AGING, OFFICE OF THE**

### **AVAILABLE TO PUBLIC**

Advisory Council Bylaws  
Annual Implementation Plan  
Annual Report  
Budget  
Consolidated Area Agency Reporting System (CAARS) Reports  
Contracts  
Correspondence: Memos; Letters of Support  
Financial Records  
Minutes: Office for the Aging Advisory Committee; Personal Emergency Response System Advisory Committee; Long Term Care Services Advisory Council  
New York State Office for the Aging; Evaluations and Memos  
News Articles  
Notifications of Grant Awards (NGA's)  
Older Americans Act  
Policies  
Program Evaluations  
Reference Materials  
Resolutions  
Senior Circle Newsletters  
Senior Citizen of the Year Award Information  
Surveys

### **CONFIDENTIAL RECORDS**

Accident Reports  
Client Files  
Emergency Employee Information  
Long Term Care Ombudsman Program: Cases, Records, Notes  
Personnel Files  
Volunteer Records

## **AIRPORT, ITHACA TOMPKINS REGIONAL**

Airline Schedule  
Airport Improvement Program  
Annual Report  
Boards and Committee Information  
County Government Files  
Federal Aviation Administration Files  
Finance and Budget  
General Correspondence  
Personnel Files  
Revenue Collected

## **ASSESSMENT, DEPARTMENT OF**

### **ASSESSMENT ROLLS: PRELIMINARY, TENTATIVE, FINAL, TAX CORRECTIONS**

Grievances: Small Claims and Certiorari (Business)

### **COUNTY GOVERNMENT**

Board of Assessment Review

Contracts

Dog Damage Reports

Footings

Incident Reports

Local Laws

### **OFFICE OF REAL PROPERTY SERVICES (ORPS)**

Assessors' Reports

Department of Environmental Conservation (DEC)

Equalization Rates

New York State School Tax Relief Program (STAR)

Opinions of Council

Railroad Ceiling

Residential Assessment Ratio

Roll Section 6 Advisory

State Lands

Tax Map Certification

Utility Ceiling

### **TAX DISTRICT ACTIONS; SCHOOL DISTRICT AND MUNICIPALITIES REAL PROPERTY SERVICES**

Assessed Value

Owner Information

Real Property Inventory

## **ASSIGNED COUNSEL**

Annual Reports

Budget Information

Financial Applications for Clients

Personnel Information

## **BOARD OF ELECTIONS**

Administrative Correspondence

Annual List of Enrollments

Annual List of Registered Voters

Annual Reports

Application for Enrollment Correction

Applications for Absentee Ballot/Absentee List Reports

Ballots

Candidates Non-Expenditure Statements  
Certificates of Acceptance or Declination  
Certificates of General Election Candidates  
Certificates of Preparation of Voting Machines  
Certificates of Primary Election Candidates  
Certificates of Statewide, City, County, Village, or Town Offices  
Certificates of Vacancy  
Certified Copies of County Committee Rules Amendments  
Certified Copies of Proposed Constitutional Amendments  
Change of Voter Status Reports  
Committee Designations of Treasurer and Depository  
Computer Generated Lists of Registered Voters Including Signatures (i.e. Poll Books)  
County Board Minutes  
Determinations by Canvassing Board  
Enrollment Forms (2 Years after Cancellation)  
Financial Disclosure Statements  
Inspectors File  
Inspectors' Oaths of Office  
Inspectors' Time Certificates  
Lists of Corrections and Cancellations of Registrations  
Lists of Polling Places  
Local Registration Administrative File  
Mail Check Cards  
Mutilated or Void Registrations  
Nominating and Designating Petitions  
Objections to Nominations and Designations File  
Official Maps of Election Districts  
Party Election Inspector Designation Lists  
Payroll Records  
Personnel Files  
Political Advertisement and Literature Copies  
Political Committee Authorization Statement  
Poll Registration Records  
Registration Challenge Reports  
Registration Confirmations  
Registration Transmittals  
Rejected Voter Registration Applications  
Returns of Canvass by Inspectors  
Signature Reports  
Special Presidential and Special Federal Voter Records  
Standards for Computerized Recordkeeping Systems  
Statements of Canvass by Canvassing Board  
Statements of Party Positions to be filled  
Testing of Voting Machines Records  
Transfer of Enrollment Applications  
Transfer of Registration/Enrollment Change of Address Notices

Unofficial Tally of Election Results

Watchers Certificate File

### **DATABASES**

Inspectors

Machine Custodians

Voter

Voting Machines

### **PROCEDURE MANUALS**

Elections

General Office

## **COUNTY ADMINISTRATION**

### **ADMINISTRATION**

Annual Budgets (online) and budget process records

Apprenticeship/Internship

Capital Programs

County Compliance Program (online)

County Administrative Policy Manual (online)

County Departments including: cabinets and teams; department heads meetings summaries;

County-owned Land

County-owned Vehicles

Designation of Successor Information for Department Heads

Freedom of Information Law Records

General Administration and Management

General Correspondence

Personnel including: performance evaluations; Request to Fill a Vacancy records

### **PUBLIC INFORMATION**

County Corridors-Quarterly Employee and Retiree Newsletter

General Public Information

Highlights of Tompkins County Legislature Meetings

News Releases

### **RISK MANAGEMENT**

Accidents Involving County Property

County Contract Management

Insurance

## **COUNTY ATTORNEY**

All County Attorneys

Bail Monies - Forfeiture

Bond Anticipation Notes and Related Material

Building and Fire Code

Business Improvement District

Cable Television

Chamber of Commerce

Charter Review Committee  
Claims Filed Against the County  
Codification Project  
Contract Compliance  
Cornell Lake Source Cooling Project  
Cornell Tax Issue  
County Jury Pool  
County Property Transactions  
Courthouse  
Electric Power Committee  
Estates  
Ethics  
Financial/Budget Information  
Foreclosure  
Forms  
Freedom of Information Act  
Health Insurance  
Hotel and Motel Room Tax  
Housing - Low-Income Projects  
Industrial Development Agency (IDA) State Environmental Quality Review Action (SEQRA)  
Juvenile Delinquency and Persons In Need of Supervision (PINS) proceedings  
Kendra's Law Cases  
Local Laws  
Miscellaneous: Memorandums, Opinions, etc.  
Mutual Assistance Agreements  
Oil and Gas Leases  
Personnel Files  
Poor Person Applications/Family Court Appeals  
Residence Requirement – Material for Students and Employees  
Smoking Policies  
Society for the Prevention of Cruelty of Animals (SPCA)  
Soil and Water (Tompkins County Soil and Water Conservation District)  
Supreme Court Library  
Taxes  
Telecommunications Towers  
Tompkins Health Care Corp. (See "Reconstruction Home")  
United States of America Patriot Act  
Wastewater – Wastewater Treatment Plant (septage, sewage, etc.)  
Workplace Violence

## **COUNTY CLERK**

Assumed Name Business Certificates and Corporate Filings  
Building and Loan Agreements  
Census Records  
Citizenship Ceremonies  
Department of Motor Vehicle Transactions

Genealogy Materials  
Liens and Judgments  
Military Discharges  
Notary Public Records  
Oaths of Office  
Passport Agent  
Powers of Attorney  
Real Property Records  
Supreme and County Court Records  
Wills Relative to Real Property

## **COUNTY LEGISLATURE**

### **CLERK OF THE LEGISLATURE**

Advisory boards, commissions, and councils membership records and bylaws  
Agendas Packets and meeting material (Legislature meetings and its committees)  
Annual and fiscal reports for departments  
Budgets - Towns, County, City of Ithaca  
Calendar of Meetings and Conference Rooms  
Code of Ethics  
Correspondence  
County Charter and Code  
Distinguished Youth Award  
Legal Notices – copies of legal ads and affidavits of publication  
Local Government Directory  
Local Laws adopted by the Tompkins County Legislature  
Minutes of Legislature and its committees, various advisory boards and commissions  
Proceedings of the Tompkins County Legislature (a.k.a. Board of Representatives, Board of Supervisors)  
Reports placed on file with the Legislature  
Resolutions adopted by the Tompkins County Legislature  
Rules of the Legislature  
Tompkins County Council of Governments (TCCOG) Agendas and Minutes

## **DISTRICT ATTORNEY**

Case Database  
Criminal Case Files  
Investigation Files  
Legal Brief File  
Special Traffic Options Program (STOP) Driving While Intoxicated (DWI)

## **EMERGENCY RESPONSE, DEPARTMENT OF**

### **911/DISPATCH**

Address/Phone  
Alarm Records  
Computer Aided Dispatch (CAD) Incident Records – Police, Fire/Emergency Medical Services  
Phone Call Records  
Policy and Procedures

Radio Logs

Radio Unit Records

*Computer Aided Dispatch Records and Telephone Listings are Subject to Confidential Agreements  
and Confidential Medical or Criminal Investigative Prohibitions*

### **ADMINISTRATION**

911 Surcharge Information

Accounts Payable

Budget

Emergency Communications Review and Oversight Committee(ECROC); Fire Disaster and  
EMS Advisory Board(FAB); Tompkins County Comprehensive Emergency Management Group(CEMP)

Meeting Minutes

Emergency Management Plan Plus Annexes

Grants

Local Emergency Planning Committee (LEPC) Hazardous Material Filings

New York State Training – Fire/Emergency Medical Services (EMS)/National Incident Management  
Systems (NIMS)

Personnel Records

Revenue

Training Records As These Pertain to the Local Administration of State and Federal Training Programs

### **FACILITIES DIVISION**

Applications

Asbestos & Lead Testing Reports

Budgets

Building Cost Allocation Reports

Building Drawings

Building Files

Building Leases

Building Operations and Maintenance Manuals

Building Permits

Building Specifications

Capital Project Files

Certificates of Occupancy

Computerized Maintenance Management System (CMMS)

Construction Contracts

Consultant Contracts

Consultant Requests for Proposals/Qualifications

Contractor's Certified Payroll

Contracts

Energy Management System (Metasys)

Finance Reports

General Correspondence

Indoor Air Quality Files

Job Costing Reports (Timberline)

Life/Safety Reports

Master Forms/Time Sheets/ Payroll Sheets  
Meeting Minutes  
Notices of Award  
Payroll Reports  
Personnel Files  
Personnel Related forms  
Personnel Time Records  
Resolutions  
Right-to-Know Files/Material Safety Data Sheets  
Staff Meeting Minutes  
Test and Inspection Records  
Utility Data Files  
Vehicles Usage Data  
Vendor Contracts  
Vendor Files

## **FINANCE DEPARTMENT**

### **COMPTROLLER DIVISION**

Accounts Payable records  
Audited Financial Reports  
Bank Statements  
Bids  
Construction Project Claims  
Contracts  
Debt Service Register  
Fixed Asset Information  
Journal Entry Documentation  
New York State Financial Reports (Annual Update Document-AUD)  
Payroll Reports  
Payroll tax forms  
Purchase Orders  
Receipt documentation  
Receipt Registers  
Request for Proposals  
Request for Quotations  
Vendor Payment Register

### **TREASURY**

Bail  
Bankruptcy Filings for Taxes  
Certificate of Residency Applications  
Court and Trust Reports  
Foreclosure Filings  
Investment Reports  
List of Delinquent Taxes  
Returned Paid Tax Bills



Returned Tax Rolls  
Room Tax Collection and Reports  
Unpaid Tax Inventory  
Collateral Reports

## **HEALTH DEPARTMENT**

### **ADMINISTRATION**

Annual Reports  
Answering Service Messages and Logs - Some Pieces are Confidential  
Biological Terrorism Committee Minutes  
Birth and Death Certificates  
Board of Health Minutes and By-laws  
Contracts  
Correspondence  
Cost Reports—Certified Home Health Agency (CHHA) Medicaid and Medicare  
Financial Documents – Including Payables, Receivables, Budget  
Grant Claims  
Incident Reports  
Medical Examiner Death Investigations and Autopsy Reports - Confidential  
New York State Codes, Rules and Regulations (Title 10)  
Operating Certificates  
Performance Reviews -Confidential  
Personnel Files - Confidential  
Policies and Procedures  
Preparedness Plans - Some pieces are confidential  
Public Health Law  
Public Information and Education  
Reference Materials  
State Aid Application and Claims  
Training Records  
Vehicle Maintenance and Purchase Records

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### **CHILDREN WITH SPECIAL CARE NEEDS DIVISION**

Advisory Council Minutes  
Billing Records  
Client Records - Confidential  
Correspondence  
Department Policies  
Financial Records  
Interagency Memoranda of Understanding (MOU)  
Interdepartmental Memoranda Of Understanding (MOU)

Medicaid/Insurance Billing Records  
Performance Appraisals  
Program Budgets  
Program Expenses  
Program Policies/Procedures  
Program Projects  
Program Records  
Program Reference Files  
Program Reports  
Program Service Providers/Agencies Contracts  
Program Surveys  
Program Team Minutes  
Service Provider Minutes  
Software Contracts  
Staff Meeting Minutes  
State and Federal Program Guidance Documents  
State and Federal Program Memos  
State and Federal Program Regulations  
State Claims  
Transportation Contracts

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#### **DIVISION FOR COMMUNITY HEALTH**

##### **COMMUNITY HEALTH SERVICES - CONFIDENTIAL**

All Client Records  
Quality Improvement Record Reviews  
Client and Clinic Satisfaction Surveys  
Client Care Coordination Correspondence  
Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)  
Confidential Contact, Location and Content Information in Policy Manuals  
Personnel Correspondence

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##### **COMMUNITY HEALTH SERVICES - GENERAL**

Bioterrorism Policy and Program Manuals  
Childhood Lead Poisoning Prevention Policy and Program Manuals  
Communicable Disease Policy and Program Manuals  
Computer Billing and Clinical Documentation Manuals

Diagnostic and Treatment Policy and Program Manuals  
Human Immunodeficiency Virus (HIV) Anonymous Counseling and Testing Policy and Program Manuals  
Immunization Policy and Program Manuals  
Insurance Billing Procedures  
Maternal Child and Community Health Services Quality Improvement Policy and Program Manuals  
Medicaid Obstetrical and Maternal Services (MOMS) Policy and Program Manuals  
Immunization Registry and Immunization Action Program Grants  
Rolodex of Local and Regional Schools, Day-Care Providers, Hospitals and Health Providers  
Summary Program Activity Reports  
Summary Program and Quality Improvement Reports and Minutes  
Summary Program Reports for Human Immunodeficiency Virus (HIV) Anonymous Counseling and Testing, Lead Poisoning

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#### **COMMUNITY HEALTH - CONFIDENTIAL**

Bioterrorism and Emergency Preparedness Plans Containing Confidential Contact, Location and Content Information  
Client Care Coordination Correspondence  
Computer Software Request for Proposal Correspondence  
Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)  
Confidential Contact, Location and Content Information in Policy Manuals  
Confidential Contractor Correspondence  
Personnel Correspondence

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#### **COMMUNITY HEALTH - GENERAL**

Blood-borne Pathogen Policy Manual  
Division Meeting Minutes  
Division Orientation Manual  
Division Policy Manual  
Division Program Calendars  
Division Quality Improvement Committee Minutes  
Mandatory Training Records  
Professional Advisory Committee Minutes  
Safety and Health Policies  
State Aid Nursing Reports  
State and Federal Regulation Information  
Training Manuals

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#### **HEALTH PROMOTION PROGRAM - CONFIDENTIAL**

Confidential After-Hour Contact Information for Staff, Media Sources and New York State Department of Health (NYSDOH)

Personnel Correspondence

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#### **HEALTH PROMOTION PROGRAM - GENERAL**

Community Health Assessment

Health Education Training Information

Health Promotion Program Reports and Minutes

Municipal Public Health Services Plan

Resource Information (books, videos, etc) on Health Promotion and Prevention

Resource Information for Community Health Assessment

Resource Information for Public Information Officer

Summary Program Reports and Meeting Minutes for Asthma, Diabetes Control Coalition, Healthy Living Partnership, Tobacco Control Program Grants

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#### **HOME HEALTH CARE (CERTIFIED AGENCY)** **CONFIDENTIAL**

Adverse Event Reports

Quality Improvements Record Reviews

Client Care Coordination Correspondence

Client Records

Client Satisfaction Surveys

Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)

Confidential Contact, Location and Content Information in Policy Manuals

Outcome Based Quality Improvements (OBQI) Tally Reports

Personnel Correspondence

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## **GENERAL**

Account Receivable Summary Reports  
Activity Reports  
Client Education Manuals  
Computer Billing and Clinical Documentation Manuals  
Confidential Contact, Location and Content Information in Policy Manuals  
End of Month and Year Summary Reports  
Home Health Care Quality Reports  
Home Health Care Procedure Manual  
Insurance Billing Procedures  
Medical Supply Records  
Outcome Assessment Information Set (OASIS) Manual  
Outcome Based Quality Improvement (OBQI) Summary Reports  
Program Meeting Minutes  
Rolodex of Local and Regional Health Providers  
State and Federal Regulation Information  
Summary Program and Quality Improvement Reports and Minutes  
Training Manuals

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## **OCCUPATIONAL HEALTH AND SAFETY**

Annual Exposure Records  
Defensive Driving Documentation  
Hearing Tests - Confidential  
Indoor Air Quality (IAQ) Tests and Audits  
Injury and Illnesses Logs for 5 Years  
Material Safety Data Sheets (MSDA)  
Occupational Safety and Health Administration (OSHA) Training Documentation  
Public Employee Safety and Health (PESH) Consultations  
Public Employee Safety and Health (PESH) Inspections  
Respirator Fit Tests  
Respirator Physical Clearance Forms - Confidential  
Safety Committee Minutes  
Safety Policies

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## **WOMEN INFANTS AND CHILDREN (WIC)**

## **GENERAL**

Local Agency Women Infants Children (WIC) Policy Manual

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Program Meeting Minutes

Summary Program Reports

Women Infants Children (WIC) Administrative Directives

Women Infants Children (WIC) Communiqués

Women Infants Children (WIC) Informational Notices

Women Infants Children (WIC) Policy Manuals

Women Infants Children (WIC) Program Training Manuals

Women Infants Children (WIC) Systems Training Manuals

## **CONFIDENTIAL**

Check Records

Confidential Contact, Location and Content Information in Policy Manuals

Participant Records

Personnel Correspondence

Vendor Complaint Log

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## **DIVISION OF ENVIRONMENTAL HEALTH**

### **AIR POLLUTION**

Correspondence

Forms, Procedures, and Bulletins

Investigations

Permits and Inspections

State and Local Laws

Surveys

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### **BATHING AND SWIMMING**

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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#### **CHILDREN'S CAMPS, CAMPGROUNDS, HOTELS/MOTELS/TEMP RESIDENCES**

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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#### **FAIRGROUNDS**

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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#### **FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-FOOD**

Alerts and Recalls

Complaints and Investigations

Correspondence

Forms, Procedures, and Bulletins

Inspections

Legal

Permitted and Proposed Facilities

Temporary Permits, Festivals and Events

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#### **FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-GARBAGE REFUSE**

Community and Private Dumps

Correspondence

Forms, Procedures, and Bulletins

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## **FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-GENERAL**

Accident/Illness Reports

Annual Reports

Correspondence

Fees and Budgets

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## **GENERAL REFERENCE MATERIAL**

Forms, Procedures, and Bulletins

Nuisances and Complaints by Township

Staff Meetings and Notices

State and Local Laws

Time Studies

Training, Operator, and Personnel

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## **INACTIVE HAZARDOUS WASTE DISPOSAL SITES**

Environmental Audit

Forms and Procedures

Site Information

Technical Information

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## **INDUSTRIAL WASTES AND SEPTIC TANK PUMPERS**

Correspondence

Forms, Procedures, and Bulletins

General and Septic Tank Pumpers

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## **INSTITUTIONS**

Correspondence

Forms, Procedures, and Bulletins

Permitted Public and Private Institutions (A-Z)

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## **LEGAL**

Correspondence

Forms, Procedures, and Bulletins

Hearings

Tompkins County Sanitary Code

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## **MOBILE HOME PARKS**

Forms and Procedures

Inspections

Permitted Facilities

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## **RABIES**

Animal Disease Correspondence and Memos

Correspondence

Dog Vaccination Program

Forms, Procedures, and Bulletins

Investigations

Rabies Exposure Reports - Confidential

Rabies Specimen History Reports

State Monthly Reports

*Limited Access: 1) Any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.*

## **RADIOLOGICAL HEALTH**

Correspondence

Forms, Procedures, and Bulletins

Ground Waters

Inspections

Oil and Hazardous Waste Spills

Permits and General

Radiation Safety

Radioactive Materials

State and Local Law

State Pollutant Discharge Elimination System (SPDES) Permits and Notices

State Reports

Studies

Technical Information

Water Pollution

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## **REALTY SUBDIVISIONS**

Correspondence

Fee Records

Forms, Procedures, and Bulletins

Subdivisions Proposed and Approved

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## **SCHOOLS**

Correspondence

Forms, Procedures, and Bulletins

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## **SEWAGE**

Applications Construction Permits – Pre and Post Construction

Correspondence

Expired Construction

Forms, Procedures, and Bulletins

Technical Information

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*for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.*

## **WATER**

Annual Inspection and Water Analysis Reports

Correspondence

Forms, Procedures, and Bulletins

Ground Water Under Direct Influence of Surface Water (GWUDI) Information and Testing

Monthly and Quarterly Reports

Operator Qualifications

Public Water Supplies

Sanitary Survey's

State and Local Law

Studies

Unclassified by Township

Violations and Notifications

Water Supply Contaminates

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## **WATER AND SEWER PROJECTS**

Correspondence

Forms, Procedures, and Bulletins

Townships, Villages, and Cities

## **WATER AND SEWER PROJECTS**

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## **WATER FLUORIDATION**

Correspondence

Fluorides

Forms, Procedures, and Bulletins

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## **WATER POLLUTION**

Correspondence

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## **WEST NILE VIRUS AND NEIGHBORHOOD NOTIFICATION LAW**

Code Information

General Correspondence

Procedural Information

Surveillance and Sampling Records

Technical Information

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## **HIGHWAY DIVISION**

### **ADMINISTRATION**

Annual Construction Permitting

Asbestos and Materials Testing Reports

Capital Construction Planning System (CCPS) Documentation

Computer Aided Document Data (CADD), Related Drawings of Tompkins County

Consultant Contract Reports

Contractor List of Sub-Contractors and Suppliers

Design Projects Exception

Effort Accounting Records

Estimate Breakdown Reports

Financial Reports

### **DIVISION OF CONSTRUCTION**

Approved Submittals and Shop Drawings

Construction Contracts

Construction Permitting Records

Construction Phase Construction Correspondence

Construction Status Reports

Contractor Certified Payroll

Contractor Progress Schedules and Revisions

Daily and Final Inspection Reports

Design Phase Project Correspondence

Notices of Award

Project Schedules

### **DIVISION OF DESIGN**

Agriculture and Environmental Documentation, Calculations, Photographs and Renderings

Construction Specification Institute (CSI) Master Specifications - New York State Department of Transportation (NYSDOT)

Consultant Letters of Interest and Requests for Proposals  
Consultant Pay Rate Schedules  
Consultant Procedure Manual (Local Design Selection Agreement-LDSA) **updates available** **on-line**  
Consultant Selection Reports  
Consultant Work Order Reports  
Contractual Services  
Design Projects Status  
Modified SF254 Forms  
Mylar Drawings of Tompkins County Highway Owned Infrastructure  
Topographic and Property Line Survey Maps of Tompkins County

## **HUMAN RIGHTS, OFFICE OF**

### **ADMINISTRATIVE RECORDS**

Budget and Financial Records  
Contractual Expenditures  
Education and Community Service  
Internship and Externship File  
Office Equipment  
Procedure Manuals

### **CONFIDENTIAL RECORDS**

Human Rights Case Files/Investigations  
Human Rights Intake Logs  
Personnel Files

## **INFORMATION TECHNOLOGY SERVICES (ITS)**

Annual Reports  
Budget and Annual Accounting  
Computer Management and Inventory Details  
Contracts  
Contractual Expenditures  
Correspondence: Incoming, Outgoing, Memorandums  
Data Network Documentation  
E-mail  
Employee Training Records  
Geographic Information Systems (GIS) Mapping Data  
Information Technology Services (ITS) and Geographic Information Services (GIS) Software  
Maintenance Records  
Information Technology Services (ITS) and Geographic Information Systems (GIS) Project Based Files  
Information Technology Services (ITS) Personnel Files  
Internet Statistics  
Office Equipment Warranty Information  
Procedure Manual (Administrative and Records Retention)  
Telephone Records  
Web-Sites

## **MENTAL HEALTH DEPARTMENT**

Agendas and Minutes of : The Tompkins County Community Services Board; Tompkins County Mental Health Sub-Committee; Tompkins County Developmental Disabilities Sub-Committee; Tompkins County Alcohol/Substance Abuse Sub-Committee  
Consolidated Fiscal Reports for: New York State Office of Mental Health; Office of People with Developmental Disabilities; and, the Office of Alcoholism and Substance Abuse.  
Contracts with Individual Agencies  
Correspondence  
Plans  
Policy and Procedures

## **PERSONNEL DEPARTMENT**

Affirmative Action Plan and Reports  
Application Files  
Bargaining Unit Contract Files  
Civil Service Records  
Continuing Staff Education, Training, and Development Files  
Department Records  
Employee Injury Record  
Employee Medical Records  
Employee Roster Records  
Health and Life Insurance Records  
Individual Personnel Records  
Investigative Records and Disciplinary Proceedings  
Labor Management Meeting Records  
Payroll Certification Files  
Public Employee Contract Negotiations Records  
Public Employee Grievance Records  
Unemployment Insurance Records  
*Confidentiality of records is to be determined as needed.*

## **PLANNING**

### **ADMINISTRATION**

Accounting  
Annual Reports  
Budget  
Freedom of Information Law requests

### **COMMUNITY PLANNING**

Census 2000 (County Management)  
Census 2010 (County Management)  
County Comprehensive Plan (2002-2004)  
County Planning Advisory Board  
Emergency Recovery Plan  
Indicators of Success Report  
Land Use and Preservation Tracking  
Local Waterfront Revitalization Program (2000)

New York State Department Of Transportation (NYSDOT) Site Redevelopment  
Vital Communities Initiative (2001-2002)

**COUNTY GOVERNMENT**

County Forestry Land Management  
County Land Policy Administration  
County State Environmental Quality Review (SEQR) Policy  
Multi-Jurisdictional All Hazards Mitigation  
Natural Gas Drilling Requests 2001-2003  
New York State Association of Counties (NYSAC)  
Old Library Reuse  
Planning Committee (Legislature)  
Public Safety Communication Project/COMCAP  
Reapportionment (Voting Districts)  
State Emergency Management Office (SEMO) Flood Hazard  
Storm water Permits: Construction (SPDES GP-02-01) and MS4 (SPDES NYR 20A278)  
Virgil Creek Dam

**ECONOMIC DEVELOPMENT: JOBS AND BUSINESS**

Cayuga Lake Scenic Byway, Inc.  
Community Development Block Grant Applications  
Economic Data – Woods and Poole  
Economic Development Loan Administration  
Economic Development Revolving Loan Fund  
Empire Zone Administration Board  
Industrial Development Agency

**ADMINISTRATION**

Budget Preparation  
Office Administration  
Planning Department Annual Report  
Planning Department Annual Work Program

**AGRICULTURE**

Agriculture and Farmland Protection Plan Update  
Agricultural Districts  
Agricultural Resource Focus Area (ARFA) Plan  
Purchase of Agricultural Development Rights

**COMPREHENSIVE PLAN**

2004 County Comprehensive Plan  
2014 Comprehensive Plan Update  
Indicators Report  
Land Use and Preservation Tracking  
Vital Communities Initiative

**CONSERVATION PLANNING**

Capital Reserve Fund for Natural, Scenic, and Recreational Resource Protection

Conservation Strategy  
Natural Resources Inventory  
Protected Open Space  
Scenic Resources Inventory  
Unique Natural Areas (UNA) Inventory  
Finger Lakes Trail Planning and Signage  
Natural Features Focus Areas Planning  
Tompkins County Conservation partners

#### **COUNTY GOVERNMENT PLANNING AND SUPPORT**

Environmental Management Council (EMC)  
Planning Advisory Board  
Strategic Tourism Planning Board  
Water Resources Council  
County Facilities (Buildings)  
County Forest Management  
Gas Drilling  
Hazard Mitigation and Climate Adaptation Plan  
Land Policy Administration  
Ludlowville Flood Mitigation Project  
Planning Committee Support  
Public Safety Communications System  
Snowmobile Trail Grants and Mapping  
STOP-DWI Program  
Tompkins County Space Use  
Twenty Year Capital Plan

#### **DEMOGRAPHIC DATA**

Census Data  
Legislative District Data  
Miscellaneous

#### **DEVELOPMENT FOCUS AREAS**

Commercial District Revitalization  
County Wide Sewer and Water Study  
Development Focus Areas Planning Fund  
Development Focus Areas Strategy  
Historic Preservation  
Infill Opportunities

#### **ECONOMIC DEVELOPMENT**

Economic Development Loan Programs  
New York State Department of Transportation (NYSDOT) Site Redevelopment and Relocation  
Southern Tier Regional Economic Development Council: Rural Initiative Venture Fund  
Waterfront Planning: Local Waterfront Revitalization Program; 1997 Waterfront Study

#### **ENERGY AND GREENHOUSE GAS EMISSIONS**

Alternative Fuel Vehicles  
District Energy Projects



Energy Strategy and Plan Element  
Energy Road Map  
Energy Upgrade Financing Initiatives  
Environmental Protection Agency (EPA) Brownfields Grant  
EPA EcoVillage at Ithaca (EVI) Climate Showcase Communities Grant  
Green Building Policy  
Greenhouse Gas Emissions Inventories and Local Action Plan  
Industrial Development Agency (IDA) Tax Incentives for Energy Efficiency and Renewables  
Smart Energy Policy Initiative  
Solarize Tompkins  
Tompkins County Clean Energy Path  
Tompkins County Energy Savings Partnership  
Wind

### **HOUSING**

Affordable Housing Needs Assessment  
Affordable Housing Strategy  
Community Development Block Grant (CDBG) Applications  
CDBG Healthy Homes Grant  
Fair Housing Plan  
Homeownership Program  
Housing Data  
Housing Fund  
Housing Strategy Partners  
Surveys: In-Commuters; Pre-Retirement; Renters

### **LOCAL GOVERNMENT**

City of Ithaca Cayuga Inlet Dredging  
Development Reviews: 239-I and -m; SEQR  
Local Government Assistance Projects  
Local Officials Training  
Local Ordinances

### **MAPPING AND IMAGERY**

Abandoned Landfills  
Healthcare  
Land Use and Land Cover

### **SUSTAINABILITY**

Cleaner Greener Southern Tier Regional Sustainability Plan  
County Sustainability Team  
Downtown Sustainability Center  
Green Fleet Program Development  
Regional Sustainability Implementation Grants  
Sustainability Internship Program

### **TOURISM**

Blueway Trail Plan  
Cayuga Lake Scenic Byway

Countywide Trail Priorities  
Grant System Assessment and Upgrade  
Hotel Room Tax Policy Review  
Partner Award Program  
Program Evaluation System  
Strategic Tourism Plan  
Tourism Grant Management  
Tourism Product Development  
Tourism Program Communications Plan

#### **TRANSPORTATION**

Airport  
Brown Road Intersection  
Corridor Management Plans  
County Highway Design Standards  
Northside Waterfront Circulation Plan  
Trails  
Transportation and Community System Preservation Grant  
Transportation Demand Management  
Walkability Studies

#### **WATER RESOURCES**

Aquifer Study Program  
Data: Hydrologically Sensitive Areas; Priority Waterbodies List (PWL) and 303(d) Listings; Water Quality Monitoring; Water Resources Database  
Storm water  
Stream Buffers and Corridor Protection  
Watershed Models  
Wetlands

### **PROBATION AND COMMUNITY JUSTICE DEPARTMENT**

Annual Program Plan  
Annual Report  
Application for State Aid  
Departmental Administrative Policies and Procedures  
Equipment Warrantees  
Incident/Accident Reports  
Intern and Volunteer Name and Date of Service  
Quarterly Intensive Supervision Report  
Statistics: Criminal and Family Court and Annual Financial  
Vehicle Maintenance and Purchase  
Vendor Contracts

#### **CLIENT RECORDS (None Public)**

Criminal Court Community Service  
Criminal Court Financial Obligations  
Criminal Court Investigations  
Criminal Court Pretrial Investigations

Criminal Court Quarterly Sex Offender Registry Act Address Verification Report  
Criminal Court Release Under Supervision  
Criminal Court Supervisions  
Database-Master Summary Record  
Diversion (ended)  
Family Court Adjournments in Contemplation of Dismissal  
Family Court Community Service  
Family Court Financial Obligations  
Family Court Intake  
Family Court Investigations  
Family Court Supervisions

*\*Client records include date and reason for case opening, date and reason for case closing; identifying numbers, if any; Name, DOB, Gender, Race, Ethnic Origin, if known; investigation and recommendation, if court ordered investigation; Violation of Supervision and outcome, if any; periodic summaries, initial supervision plans, risk/needs assessment, differential classification if supervision*

**FINANCIAL COLLECTIONS (all except press releases are non-public)**

Bank Statements  
Court Order  
Court Summaries  
Database of Restitution Fine Orders and Outcomes  
Disbursements  
Fee assessments  
Press release for unfound beneficiaries  
Receipts  
Spreadsheet of Financial Judgments

**LOCAL CONDITIONAL RELEASE**

Database of applications  
Inmate Applications and their outcomes  
Minutes

**MANDATED TRAINING, ET AL**

Blood Born Pathogen  
Right to Know  
Security Guard  
Work Place Violence

**SHERIFF'S OFFICE**

Budgets-Final: Revenues and Expenses  
Plans and Proposals-Final  
Program policies  
Staff Policies-Except Those Related to Strategies for Criminal Investigations or the Safety and Security of Employees or Inmates.

**CONTRACTS/MEMORANDUMS OF UNDERSTANDING**

General

Inter-Departmental, Inter-Agency

Program Activities

Staff Memos, Unless Related to Personnel Matters, Information Relative to an Ongoing Investigation or Officer Safety Issue.

### **CORRESPONDENCE**

General

Inter-Agency, Inter-Departmental

### **INMATE INFORMATION**

As Allowed by Law

### **LAWS, RULES AND REGULATIONS (As They Pertain to Our Agency)**

County, State and Federal

### **LIMITED ACCESS**

*For some of the items listed below, information may be released upon written authorization.*

All Personnel Files of Any Employee

Any Form List, Index Ledger or Record That Could Result in an Invasion of Privacy of Any Person

Any Proposed Contract for Services

Correspondence Between Employee and Subject Involving Law Enforcement Matters

Investigative Files, Case Notes, Records, Financial Payments of Records or Specific Court Records Relating to Victims, Suspects, Defendants or

Persons of Interest

### **OTHER**

Accreditation Files

Published Reports, Projects and Reference Files

Roster Records of Employees Showing Title and Wages

### **REPORTS**

Accident and Arrest Subject to Restriction, Such as; Mental Health and Juvenile

## **SOCIAL SERVICES, DEPARTMENT OF**

### **LIMITED ACCESS FILES**

*Some of the information listed above may be released upon written authorization from the client or employees. Access to certain files/records may be limited by state or federal laws*

All Personnel Files of Any Employee

Any Form, List, Index, Ledger, or Record That Could Result in an Invasion of Privacy for any Individual or Client

Any Proposed Contract for Services

Correspondences Between a Client or Individual Involving County Business, Unless All Information Relates to Public Records

Files, notes, records, financial payments or records, petitions or specific court records pertaining to a client or child

### **OPEN ACCESS FILES**

Budgets

Contracts/Memoranda of Understanding: Interdepartmental, Inter-Agency; General; Staff Memos (Unless They Are Related to Personnel Matters,

Clients or Other Information Classified as Limited Access files)  
Correspondences (some of which may be restricted – see Limited Access) General and Inter-agency, inter-departmental  
Directives: Program  
Expenses: Program expenses ; All expenses which are subject to audit  
Logs: Telephone; Fleet Reservation Log; Conference Room Reservation Log  
Plans  
Program Policies

## **SOLID WASTE MANAGEMENT DIVISION**

Annual Fee  
Annual Reports  
Composting  
Contracts  
Department of Environmental Conservation  
Disposal  
Education Materials and Information  
Environmental Management Council (EMC)  
Environmentally Preferable Products (EPP)  
Finger Lakes Buy Green  
Flow Control  
Grants  
Haulers/Hauling  
Household Hazardous Waste (HHW)  
Illegal Dumping  
Landfill Information: Caswell, Hillview, Dryden # 7  
Local Laws  
Out of County Transfer/Waste  
RecycleTompkins.org  
Recycling  
Recycling and Solid Waste Center/Operations/Marketing  
Scale-house  
Solid Waste Division Personnel  
Solid Waste Management Plan  
Solid Waste Office Buildings  
Transfer Facility  
Trash Tags  
Waste Reduction

## **WEIGHTS AND MEASURES**

### **ADMINISTRATIVE**

Budget: Accounts Payable and Receivable  
Equipment List: Certifications and Accountability  
Laws and Regulations

### **DATABASE**

Annual Reports  
Complaints  
Devices  
Establishments  
Penalties  
Test Results  
Workload

## **WORKFORCE DEVELOPMENT**

### **EMPLOYMENT AND TRAINING**

Agreements/Contracts/Leases/Sub-Contracts and Funding  
All Financial Reports for all Funding Sources  
Business and Partner Agency Information  
Case Management Documentation (Confidential)  
Correspondence  
Employee and Participant Payroll Information  
Employee Personnel Files (Confidential)  
Grant Requests and Grant Awards  
Local and National Job Market Information  
Local Services  
National Association of Workforce Board (NAWB) Conference Materials  
One Stop Center Related Board Resolutions  
Program Participant Files  
Proposals  
Regional New York Association of Trainees and Employment Professionals (NYATEP) Conference Materials  
Statistics and Research  
Training Topic Files  
Workforce Investment Board (WIB) Sub-Committee (Youth Employment Council) Minutes and Records  
Youth and Adult Training Records

### **WORKFORCE INVESTMENT BOARD**

Agreements/Contracts  
All Financial Reports for all Funds  
Board Resolutions  
Committee and Board Minutes  
Correspondence  
Leases  
Payroll Information  
Personnel Files  
Proposals  
Reports and Petitions  
State and Contractor Monitoring Reports

## **YOUTH SERVICES, DEPARTMENT OF**

### **DEPARTMENT RECORDS**

Annual Monitoring Reports for Each Funded Agency Program

Annual reports  
Contracts for Each Funded Agency and Municipality  
Finance Records Documenting Reimbursable Expenses of Each Funded Program and County Payment Records  
State and County Funding Levels for Agencies and Municipalities Providing Youth Programs  
Tompkins County Youth Services Board Bylaws, Minutes, Attendance Records, and Resumes and Resource Allocation  
Youth Well-being Status Indicators

**FEDERALLY REQUIRED RECORDS**

Community Coalition for Healthy Youth Federal Drug Prevention Notice of Grant Award, Roster of Coalition Members and Meeting Minutes  
Fiscal Record and Reports and Budget Revisions  
Progress Reports  
Survey Results Related to 4 Federally Required Core Measures

**INTERMUNICIPAL AGREEMENT RECORDS**

Bylaws, Rosters, Member Appointment Resolutions, and Meeting Minutes  
Cost-Sharing Formula and Annual Contributions and Financial Records of Municipal Payments, Provider Expenses and Payment Records  
Recreation Partnership Agreements

**STATE REQUIRED RECORDS**

Current Integrated Children and Family Services Plan and Related Records Including Tompkins County Youth Services Board By-Laws, Rosters with Affiliations, Attendance Records, Evidence of Monitoring Visits of State Funded Programs, Budgets and Claim Records for All State Funded Programs Housed in the Department and at Finance  
Office of Children and Family Services Annual Reports  
Office of Children and Family Services Applications for State Aid  
Office of Children and Family Services Financial Claims and Payment Records  
Reports of State Monitoring Visits and Follow-Up Correspondence Related To Compliance or Corrective Actions  
Resource Allocation Plans for Office of Children and Family Services State Aid